



Position Descriptions

Inside Sales

Qualifications

- > Candidate must have proven sales background.
- > Present information to businesses and consumers.
- > High school diploma or equivalent required.

Nature and Scope of the Position

Inside Sales Representatives duties include primarily outbound business to business and business to consumer sales calls on behalf of Agility Marketing's clients.

Working Hours

Full time AM hours with the flexibility to work afternoon and PM shifts as needed.

Customer Service

Qualifications

- > Excellent communication skills.
- > Basic computer skills.
- > High school diploma or equivalent.

Nature and Scope of the Position

Customer Service Representatives duties include telephone communications with businesses or consumers in seeking information or obtaining information on behalf of Agility Marketing's clients.

Working Hours

Full time and part time hours, AM, PM or afternoon shifts.

Management Trainee

Qualifications

- > Strong communication skills and proven leadership abilities.
- > Proficient computer skills.
- > 2-4 year degree or equivalent management experience required.

Nature and Scope of the Position

Management Trainee duties include mastering Agility Marketing's programs while working with Production Management to prepare for supervisory role which will include communicating with team members daily, setting goals, monitoring and motivating.

Working Hours

Full time AM and PM shifts.

Medical Records Case Manager

Qualifications

- > Strong communication skills
- > Proficient with computers
- > Self-motivated
- > High School education or equivalent

Nature and Scope of the Position

Medical Records Case Manager's duties include contacting medical facilities on behalf of the clients and insurance companies to obtain medical records. Position entails being self motivated, the ability to work closely with supervisors as well as work independently.

Agility Marketing is hiring immediately for our Medical Records management program. This program does not involve any selling. We are currently looking for those individuals who like to be challenged!